

**SURFACE WARFARE(111X, 116X) DEPARTMENT HEAD AFLOAT
SCREENING BOARD
FREQUENTLY ASKED QUESTIONS**

Q: Why is it important that I ensure my record is up-to-date for the DH board?

A: The Surface Community has implemented the most selective DH Board screening rate in history. Last year's board had a screening rate <80% and we anticipate that the screening rate this year will be between 60% and 70%. Due to this increased selectivity, it is incumbent on officers to ensure that their records are up-to-date in order to maximize their chances for selection.

Q: Should I still prepare for the board if I do not want to be a DH?

A: Yes! An officer's ability to screen for DH can have a direct impact on their ability to laterally transfer or redesignate to another community, slate for shore duty, and can even impact their opportunity for continued Naval Service**. Additionally, officers routinely decide later in their career (after 6th Year of Commissioned Service (YCS)) that they want to commit to being a DH. Ensuring that you have screened as a DH will allow you the opportunity to make this decision.

**For additional information, see below questions on the POCR board

Q: Does it matter if I screen for DH on my 1st, 2nd or 3rd look?

A: Screening at your 1st, 2nd or 3rd look has historically had no impact on your ability to be a DH or have any impact on your billet assignment as a DH. This standard will continue as we provide everyone the opportunity to screen at different points throughout their Division Officer career; however a recent change to the Surface Warfare bonus (RJCSRB contract) proposal (pending approval) has directly tied the year of commissioned service that an officer screens for DH with the opportunity to receive a larger bonus. Specifically, if you are a superior performer and screen on your first look, you will be eligible for a \$105K bonus. If you screen on your second look, you will be eligible for a \$95K bonus, etc. Again, you want to make sure your record is up-to-date to allow you the opportunity to be selected at the DH board and be eligible for the additional bonus if you are ready to make the commitment to be a DH.

Q: What references govern the Surface DH Afloat Board?

A: The following references govern the DH Board:

1. CNSF MSG DTG 011906Z MAR 16 (Announcement of Surface Warfare DH Afloat Screening Board Convening Dates)
2. CNSF MSG DTG 222111Z MAY 14 (Change to the Surface DH Afloat Screening Board Process)
3. FY17 Administrative Selection Board Precept
4. FY17 Surface DH Board Convening Order (Released June 2016)

**All references can be located on the NPC website w/ the exception of the FY17 Surface DH Board Convening Order which will be released in early June 2016.

Q: When is my record reviewed by the Department Head board?

A: Officers are given three opportunities to screen for DH. Officers receive their first look three years after commissioning, their second look four years after commissioning, and their third and final look five years after commissioning.

Q: Who is eligible for this year's board?

A:

- Year Group 2013 (YG13) will receive their first look.
- Year Group 2012 (YG12) will receive their second look.
- Year Group 2011 (YG11) will receive their third and final look.

Q: When does the board convene?

A: Generally, the board convenes in June of every year. This year's board will convene 08-17 June 2016.

Q: What are the screening requirements for DH Afloat?

A: To be considered fully qualified for DH Afloat selection, officers must:

1. Have obtained their SWO qualification,
2. Be recommended in writing for DH or a higher career milestone by an Afloat Commanding Officer or Commander on their most recent afloat fitness report, and
3. Have no clearly substantiated decline in performance.

BE ADVISED: This is the minimum standard to be selected. Just meeting these requirements, does not guarantee that a member will be screened for DH.

Q: If I have already screened for DH, can I be de-screened?

A: Yes! Every year all officers that are screened for Surface DH Afloat are placed in a "bank". Officers in the "bank" have their records reviewed every year before the DH board to ensure that they do not have any decline in performance that should prevent them from being a DH. If they do have a decline in performance, their record is reviewed by the board to determine if they should remain in the "bank" or be de-screened. ***Every year, we see officers (some under RJCSRB contract) de-screened for declining performance.***

Q: What will cause an officer to de-screen at the DH Board?

A: Below are some of the reasons (not all inclusive) that can cause an officer to be removed from the Surface DH Afloat Bank and have their records reviewed by the DH board to determine if de-screening is warranted:

1. Loss of DH recommendation.
2. Decline in performance as defined in the 1610.10(Series):
 - Receiving lower grades on two more performance traits in the same pay grade by the same reporting senior in subsequent reports.
 - A decline in promotion recommendation. A change in promotion recommendation caused by forced distribution is not considered a decline in performance or an adverse report.
3. Air Gap in promotion recommendations (i.e. 1 of 1 "P" at the O3 level)
4. PFA failures.
5. Performance or Conduct issues that result in a PERS-8 flag (in progress), NJP, or FC-17 (Adverse paperwork in OMPF).

Q: What happens if I de-screen at the DH board?

A: If you have an additional look, you will have an opportunity to screen at the board held the following year (i.e. a YG 12 officer de-screened at this year's board, will have the opportunity to re-screen at next year's board on their third and final look). If you are on or past your third and final look, you will need to work with your detailer to determine if there will be enough time for you to return to sea duty and request a special additional look at the next DH board. If you are de-screened at the DH board, you are also at risk of being referred to the POCR** board.

**For additional information, see below questions on the POCR board

Q: How can I verify that my record is up to date before the board?

A: Officers should access BUPERS Online via www.bol.navy.mil (CAC Enabled) to review their Officer Summary Record (OSR), Performance Summary Record (PSR), and Officer Data Card. Below is a list of initial items to review:

1. Verify FITREP continuity: Ensure that you have no FITREP date gaps greater than 90 days - **specifically ensure that your 31JAN16 (for LTs) or 29FEB16 (for LTJGs) is in your record.**
2. Verify that your SWO (LA9), OOD (LB2), EOOW (LC1/LC2/LC3) and/or TAO (LF7/LF6) Advanced Qualification Designators (AQDs) are reflected.
3. Verify that your academic milestones (Bachelors/Masters) are correct.
4. Verify that your awards are correct.
5. Verify that your photo is up-to-date IAW MILPERSMAN 1070-180.

RECORD DISCLAIMER: PERS-41 does not manage the databases that update your record and we do not have the ability to change most (we can only update non-joint AQDs) of the data. It requires timely action from you WELL in advance of upcoming boards to affect a permanent change to these databases.

The following links will also assist you with updating your record and provide greater detail on additional items:

1. NPC Website -- guidance for updating record
<http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/default.aspx>
2. NDAWS -- Award Verification
<https://awards.navy.mil>
3. NSIPS -- Electronic Service Record Access
<https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp>

Q: What do I do if I have items missing from my record?

A: Review the Officer Record Management Brief for instructions:
[http://www.public.navy.mil/bupers-npc/officer/Documents/Officer%20Record Management Brief \(Updated October2015\).pdf](http://www.public.navy.mil/bupers-npc/officer/Documents/Officer%20Record%20Management%20Brief%20(Updated%20October2015).pdf) or visit the NPC website (link above).

****If you have any questions, it is recommended that you contact your detailee to assist you with updating your record.**

Q: What if I have items to update in my record; however I do not have enough time to have the items properly corrected before the DH board?

A: Every officer has the option to submit a Letter to the Board with any updates to their record that they would like to be considered before the board. All correspondence to the DH board should be e-mailed to: swo_dh_board@navy.mil. Ensure that you cc your respective detailer for tracking purposes. All petitions and official correspondence have specific deadlines of when they must be in to be seen by the board. These dates change annually and can be found on our website and your detailer can help if you have specific questions on the deadlines.

All board correspondence for the FY17 Surface DH Board should be submitted to the board NLT 03 June 2016.

All correspondence for a delayed or additional look requests should be submitted to the board via PERS-41 NLT 27 May 2016.

Q: Can I submit a photo in letter to the board?

A: Generally, you are not authorized to submit a photo in your Letter to the Board for statutory boards; however if you submit an electronic copy of your photo in your Letter to the DH Board we will assist you with including a copy in your record with the understanding that we cannot guarantee that it will properly be reflected. If you would like to submit a photo, ensure that you complete NAVPERS 1070-884, attach an unaltered photo, and sign. You are still encouraged to submit via the proper channels.

Q: Is it possible to delay my final look for DH or to request an additional look?

A: Prior to an Officer's third and final look, they can petition the Board President to request a delay; additionally, those who failed to screen by 5 YCS can request a special additional look. Officers must be able to show how they were somehow disadvantaged (flight attrite, LIMDU, etc), or that their record was unfairly considered during the normal administrative screening. If you think that you need to request to either delay your 3rd look or request a special additional look, please contact your detailer and review the example letters on the PERS-412 NPC website.

All correspondence for a delayed or additional look requests should be submitted to the board via PERS-41 NLT 27 May 2016.

POCR Board Questions

Q: What happens if I fail to screen by my final look?

A: Officers who fail to screen by their final look will be referred to the Probationary Officers Continuation and Redesignation (POCR) board.

Q: What is the Probationary Officer Continuation and Redesignation (POCR) Board?

A: The POCR Board reviews all Probationary Officers (an officer that has completed less than six years of active commissioned service) that have failed to complete significant milestones and determines if they should be retained on active duty, shifted to the reserves or FTS communities, or removed from naval service.

Q: What action at the DH board could cause an Officer to be referred to the POCR Board?

A: In accordance with Deputy Chief of Naval Personnel Memo dtd 23 Nov 15, the following reasons (applicable to the DH board only) may cause an officer to be referred to a POCR board:

-SWOs (1110/1160) who fail to screen for department head (DH) after three looks by the screening board, or who are de-screened by the screening board and out of remaining looks, or who will not be recommended for DH in their final DIVO at-sea fitness report (FITREP);

-SWOs who have not screened or have been de-screened for DH or those who have not received a DH recommendation in their FITREP (either in block 40 or 41) by the time they are within six months of the completion of their second afloat DIVO assignment will have their records reviewed by Surface Warfare Officer Assignment (PERS-41). SWO assignment PERS-41 will contact the individual's CO and request a formal statement on the officer's ability to earn a DH recommendation prior to their planned rotation date. If the CO does not intend to recommend the individual for DH, the officer will be offered another at-sea DIVO tour to earn their DH recommendation. Officers who decline the additional sea tour will be referred to a POCR board and will remain in their current assignment until the POCR board process is complete.

-SWOs, who are assigned ashore and fail to screen for DH after three looks by the screening board will be referred to a POCR board.